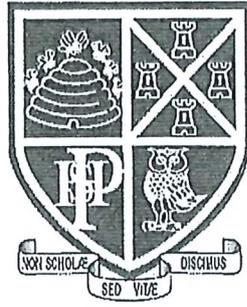


PLYMOUTH HIGH SCHOOL FOR GIRLS



EXAMINATIONS GUIDANCE FOR STUDENTS & PARENTS/CARERS

Centre Number: 54425

IMPORTANT INFORMATION

Wednesday 11th June 2025 (pm)
Wednesday 25th June 2025 (all day)

These are contingency afternoons/day set by the Examination Boards, for GCSE and GCE examinations, should sustained national or local disruption arise during the summer examination series.

Candidates **MUST** therefore remain available up to and including this date regardless of whether or not they have exams timetabled for these days.

This date is non-negotiable and no dispensation can be made if a student is not available.

INTRODUCTION

It is the aim of Plymouth High School for Girls to make the examination experience as stress-free and successful as possible for all students.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. Some of the questions you may have are answered at the back of this booklet.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Exams Officer – Mrs Karen James

The Exams Office number is: 01752 230055

The school number is: 03333602230 and ask for extension 05030

The Exams Officer's email address is: Karen.James@phsg.tsat.uk

Or you can contact the Deputy Headteacher – Miss Donna Roughton on Donna.Roughton@phsg.tsat.uk

Exam Results Days 2025

A level Thursday 14th August 2025

GCSE Thursday 21st August 2025

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

All Candidates receive a Statement of Entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.

You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

If you have a clash where two subjects are timetabled at the same time the Exams Office will make special timetable arrangements for you. These clashes should be resolved on your personal timetable. If anything is wrong with your Statement of Entry, please inform the Exams Office immediately.

EXAMINATION BOARDS

The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC/Eduqas.

CANDIDATE NAME

Candidates are entered under the name format of First Name + middle + (Legal) Surname, e.g. Adam Joseph Smith.

CANDIDATE / EXAM NUMBER

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. **You must remember this and complete the relevant area on all of your exam papers as this is how the exam board identify you.**

CENTRE NUMBER

Plymouth High School for Girls Centre Number is 54425. You must remember this and complete the relevant area on all of your exam papers as this is how the exam board identify you.

UCI

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (54425) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

You will receive a personal timetable showing your own specific examinations with details of date, time, duration of exam, venue and seat number. Check it carefully, especially AM and PM sessions. If you think there is a clash on your timetable that has not been resolved, please come to the Exams Office immediately.

CONTACT NUMBERS

Please check that school has at least one up-to-date contact number for you.

DURING THE EXAMINATIONS

ATTENDANCE

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.

Candidates must arrive 15 minutes before the start time of their examination.

Full School Uniform must be worn by all year 10/11 students attending school for examinations. Students not in correct uniform can expect to be barred entry into the examination venue.

Students in year 13 should wear appropriate clothing inline with the school dress code. They must have their school lanyard and ID card with them to gain entry to the examination venue.

LATENESS / ABSENCE / ILLNESS

Lateness: In the event of late arrival to an examination the lateness will be reported to the relevant Awarding Body who has the right to disregard the performance on that paper. Any case of late admittance to an examination must be fully justified and your parents must be able to vouch for your whereabouts and that you had no contact with anyone involved with the examination.

Absence: All absences from examinations must be supported by a medical letter you're your GP/hospital consultant. If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible point so we can help or advise you. In the case of unauthorised absence, the full exam entry fee will be charged. Please note: misreading the timetable will not be accepted as a satisfactory explanation of absence.

Illness: Students are expected to notify the Exams Office of any illness, or any other notifiable factor, that could affect performance in an exam sitting. This must be done on the day. Illness during an exam sitting must be reported immediately to one of our invigilators. Medical

equipment such as EpiPen's, asthma inhalers and clear diabetic snack boxes are allowed in the exam room and should be placed in a clear plastic bag if appropriate.

There is no catch up opportunity, you miss the examination, you miss it and score 0.

EQUIPMENT

Careful thought must be given to the preparation for each examination.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be black ink or black ballpoint. No correction fluid or correction pens are allowed.

For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new and that the memory has been cleared. It is advisable to bring two calculators in case of battery failure. They must not have any retrievable stored data in them; this includes databanks, dictionaries, mathematical formulas or text.

Please note: We are not obliged to issue any equipment for examinations, this includes calculators.

INVIGILATORS

The school employs external invigilators, as well as school staff, to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination.

They will collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

EXAMINATION REGULATIONS

The Awarding Body regulations must be observed at all times. These are displayed outside the exam venue. There is a copy at the back of this booklet.

All candidates must read them carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

Do not attempt to communicate with or distract other candidates.

Examination regulations are very strict. See the Information to Candidates at the end of this booklet. If you break these rules you could be disqualified from the examination.

Mobile phones/Watches/headphones/iPods/MP3/4 players and other electronic devices are strictly BANNED from any examination venue and MUST BE SWITCHED OFF and left in your bag. If a mobile phone (or any other type of electronic communication or storage device e.g. Watch, iPod, headphones) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board.

NO EXCEPTIONS CAN BE MADE.

Please note: If your mobile phone has an alarm set, this may activate even if the phone is switched off.

IN THE VENUE

Silence must be observed at all times in the examination venue.

No food is allowed in the examination rooms and only water in a clear plastic bottle may be brought in. Any labels on the bottle must be removed.

Please do not write on examination desks. This is regarded as vandalism.

Do not draw graffiti or write offensive comments on examination papers — if you do the examination board will refuse to accept your paper and you will not receive a mark. Listen carefully to instructions and notices read out by the invigilators — there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper — check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

At the end of the examination all work must be handed in — remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must NOT be taken from the exam room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to close your exam paper and leave in silence, in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results will be available for collection on results day in August for the main summer exams. The exact date will be published in the summer term.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school. A signed note will be accepted on the day, along with ID of the person collecting.

Please Note: No results will be given out by telephone under any circumstances.

POST RESULTS

If you need post-results advice, the Exams Officer and some teaching staff will be available on Results Day.

If you would like to request any of these services, you should see Mrs James, Exams Officer, to submit the relevant form and fee. If this is not done on results day, she will be available at the start of term to deal with any requests. Fees and forms are available on Results Day.

Please note: A Parent/guardian/third party cannot give consent or request this service on behalf of the candidate. Nor are they permitted to request details regarding the candidate's results.

No requests will be processed without a completed consent form and full payment. All outcomes will be relayed to the candidate once received from the examination boards.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Official start times will be on your individual candidate timetable and a clash form

will be attached to it if you have any clashes. It will be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Exams Officer. In exceptional circumstances, some students will require overnight supervision if an exam has to be moved to the following day.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget the school Centre Number?

The Centre Number is 54425. It will be clearly displayed in the examination rooms.

Q. What do I do if I forget my candidate/exam number?

Ask an invigilator who will be able to tell you what it is. It is VERY IMPORTANT that this is written on your exam papers and is correct.

Q. What do I do if I have an accident or am ill before the exam?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make a request for Special Consideration on your behalf.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

Provided you are no later than 10.00am for a morning exam, and 2.30pm for an afternoon exam, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes, normal school regulations apply for year 10/11 .

Q. Can I go to the toilet during the exam?

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. Can I bring my watch into the exam room?

No. JCQ have recently changed the rules and ALL Watches are now banned. Being in possession of a watch is regarded as cheating and is subject to severe penalty from the awarding bodies. Being in possession of a mobile phone (or any other electronic communication device, e.g. Smartwatch, iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies: All exam rooms are fully equipped with clocks.

Q Why can't I bring my mobile telephone/electronic device into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. Smartwatch, iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies.

Q. How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room.

Q. Can I leave the exam early?

No. It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room, shut your answer paper, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. If I have more than one exam on a day can I get lunch at school?

Students who have examinations in both morning and afternoon sessions may obtain lunch in the usual way or bring a packed lunch/drink, unless you are in isolation due to an exam clash when you should bring your lunch with you.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What do I do if I have two exams timetabled at the same time?

The exams office will resolve any clash of exams by giving you special timetable arrangements. It may mean moving one of your exams to the morning or afternoon of that day. If this is the case you will be kept under supervision between your morning and afternoon exams and will need to bring in a packed lunch/drink. You will not be able to use mobile phones or the internet during this time.

Q. What equipment should I bring for my exams?

All equipment should be brought to the exam in a see-through pencil case.

For most exams you should bring at least 2 pens (black ink only).

For Science and Maths where you need to draw diagrams or graphs you need 2 pencils.

For some exams you will need a calculator (e.g. Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencils (not gel pens), set texts. You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are NOT allowed into the examination room?

Only materials that are listed on question papers are permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under examination regulations must be left in the designated bag storage area. Do not bring any valuables into school with you when you attend for an examination.

No food is allowed in the exam room.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

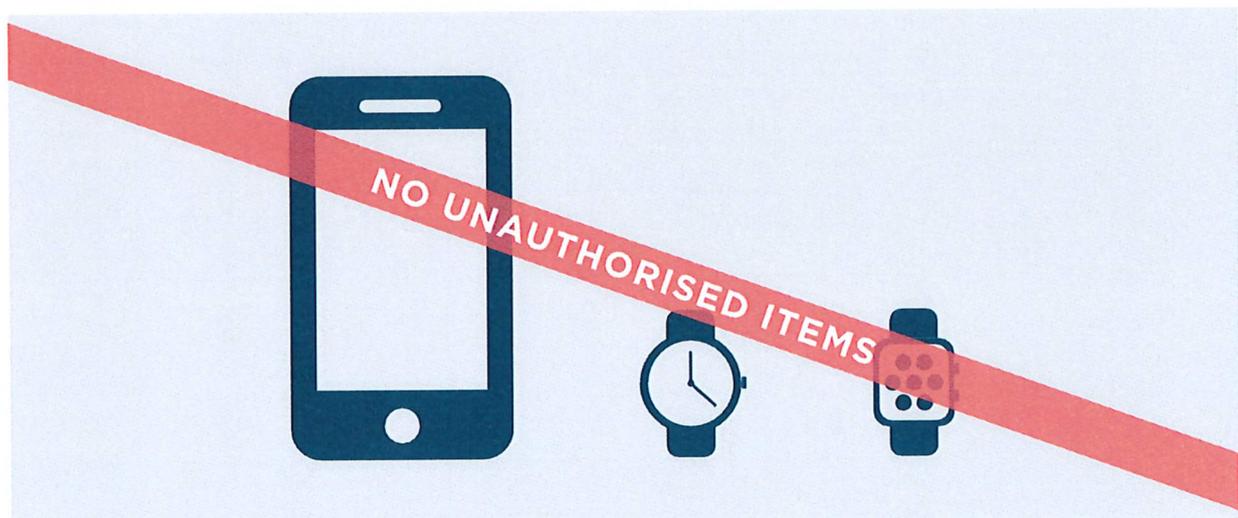
7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Information for candidates for written examinations – effective from 1 September 2024



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
4	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you have a watch, the invigilator will ask you to hand it to them.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are **not acceptable**
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it **must not** have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

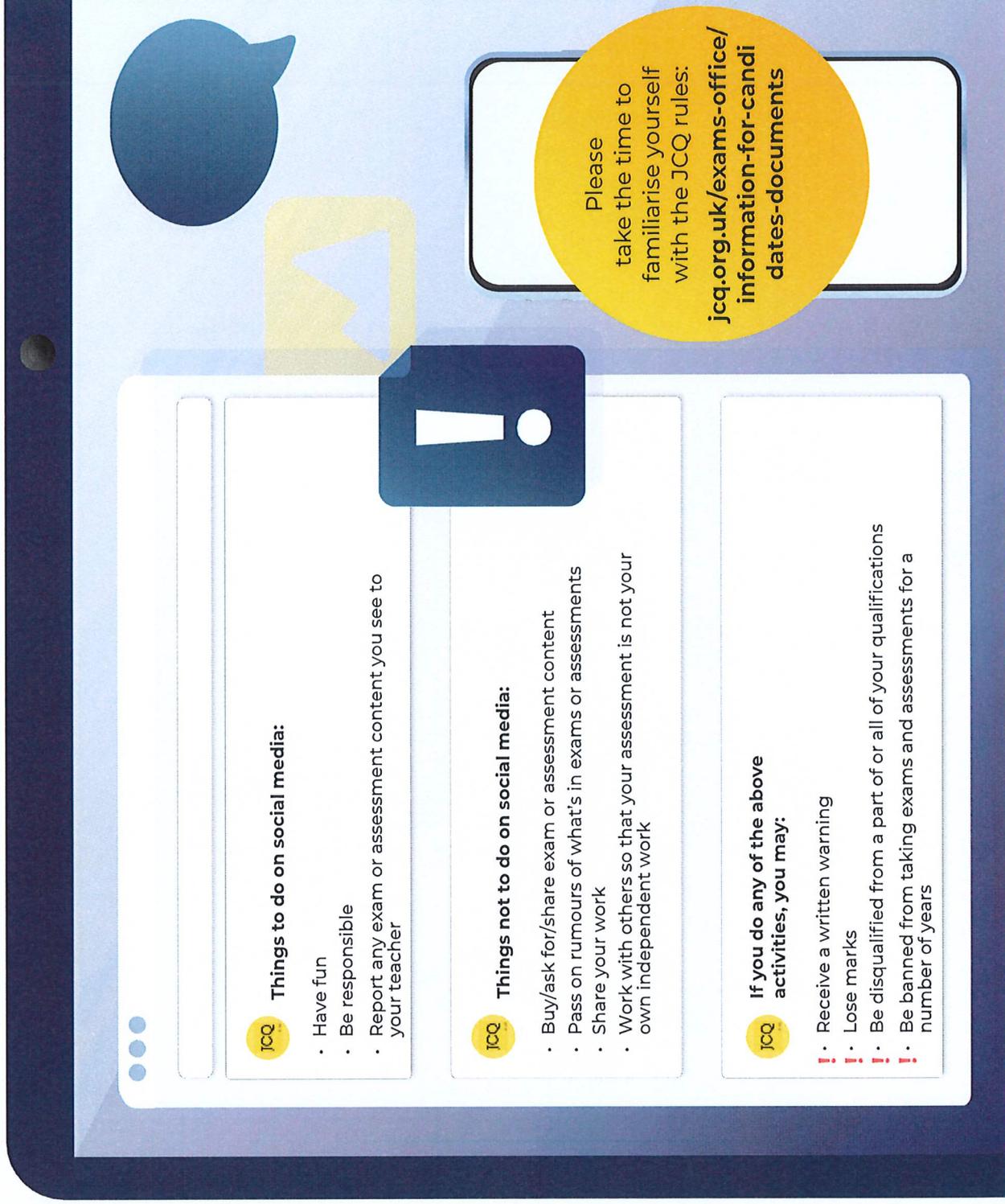
- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



JCQ

Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

JCQ

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

JCQ

If you do any of the above activities, you may:

- !! Receive a written warning
- !! Lose marks
- !! Be disqualified from a part of or all of your qualifications
- !! Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jqc.org.uk/exams-office/information-for-candi-dates-documents